**OFFICE FAX COVER SHEET**

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|  |  |  |  |  |
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| **To:** | [Recipient Name] |  | **Fax:** | [Recipient Fax Number] |
| **From:** | [Your Name] |  | **Date:** | [Pick the Date] |
| **Re:** | [Subject] |  | **Pages:** | [Number of Pages] |
| **Cc:** | [Mention Names] |  | **Phone:** | [Recipient Phone Number] |
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| ◻ For Review | ◻ Urgent | ◻ Please Comment | ◻ Please Reply | ◻ Please Recycle |
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